

CITY OF MIAMI SPRINGS
Human Resources Department

NOTICE OF EMPLOYMENT

POLICE DISPATCHER I
STARTING SALARY: \$27,932 ANNUALLY

HIGHLY RESPONSIBLE CIVIL SERVICE POSITION INCLUDING RADIO DISPATCHING, TYPING, COMPUTER OPERATION AND EXTENSIVE TELEPHONE DUTIES.

REQUIREMENTS:

MUST BE COMPUTER LITERATE

MUST TYPE 30 WPM

HIGH SCHOOL GRADUATE/GED

VALID FLORIDA DRIVER'S LICENSE

ABILITY TO HANDLE MULTIPLE TASKS/HIGH PRESSURE ENVIRONMENT

**EXCELLENT ORAL AND WRITTEN COMMUNICATION SKILLS ARE
REQUIRED**

**EXTENSIVE SHIFT WORK REQUIRED, HOLIDAYS, WEEKENDS AND
OVERTIME**

BILINGUAL (ENGLISH/SPANISH) PREFERRED

**AT TIME OF APPLICATION, ALL CANDIDATES MUST SUBMIT THEIR ORIGINAL
HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY CERTIFICATE,
SOCIAL SECURITY CARD AND FLA. DRIVER'S LICENSE/ OFFICIAL PICTURE I.D.
VETERANS PREFERENCE WILL BE GIVEN IN ACCORDANCE WITH CHAPTER
22VP-1 OF THE FLORIDA ADMINISTRATIVE CODE, IF DD214 IS PRESENTED AT
THE TIME OF APPLICATION.**

PRIOR TO EMPLOYMENT, CANDIDATES WILL BE REQUIRED TO QUALIFY ON
WRITTEN, ORAL AND COMPUTER EXAMINATIONS, BACKGROUND CHECK,
POLYGRAPH, PSYCHOLOGICAL, AND COMPREHENSIVE MEDICAL
EXAMINATIONS TO INCLUDE ALCOHOL/DRUG SCREENING.

APPLICANTS MUST APPLY IN PERSON: CITY OF MIAMI SPRINGS, HUMAN
RESOURCES DEPARTMENT, 201 WESTWARD DRIVE, MIAMI SPRINGS, FL,
MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M. All applications/resumes are public record.

**NO FAX WILL BE ACCEPTED. APPLICATIONS ACCEPTED UNTIL 4:00 P.M.,
FRIDAY, DECEMBER 22, 2006.**

NOTICE OF WRITTEN EXAMINATION WILL BE GIVEN AT TIME OF APPLICATION

ALCOHOL/DRUG-FREE WORKPLACE

Persons who need accommodation in order to apply for a City position
should contact the Human Resources Department to make such request.

AN EQUAL OPPORTUNITY EMPLOYER MALE/FEMALE/DISABLED/VETERAN

12/4/06